Attorneys can self-report and add CLE credits to their record through the Attorney Portal. Sponsors are required to report attendance credits within 30 days of an attorney completing a CLE course. If credits are not reflected on an attorney’s record after 35 days of completing a course, the attorney can self-report attendance credits with the Ohio activity code number that is provided by the sponsor.

To add credits through the Attorney Portal follow the below steps.

1. **Log on to the Attorney Services Portal at** [https://www.supremecourt.ohio.gov/attorneyportal](https://www.supremecourt.ohio.gov/attorneyportal) **with the attorney registration number and password;**

2. **Click on CLE on the menu located on the left;**
3. Select Submit/Edit Credits
4. Enter the Ohio activity code and select Find Activity;

5. Enter the number of credit hours attended and Submit.